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Bulletin Number	14679BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	PROCUREMENT ASSISTANT II
Rebulletin Information	THIS ANNOUNCEMENT IS A REBULLETIN TO REOPEN THE FILING PERIOD AND REVISE SPECIAL REQUIREMENT INFORMATION, EXAMINATION CONTENT, JOB OPPORTUNITY INFORMATION, AND APPLICATION AND FILING INFORMATION. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 12 MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.
Exam Number	R2346G
Filing Type	Open Continuous
Filing Start Date	09/15/2014
Salary Type	Monthly
Salary Minimum	3378.82
Salary Maximum	4421.18
Benefits Information	Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Supervises procurement and procurement-clerical positions engaged in procuring supplies, equipment, and services for a County department or independently manages a specialized or complex procurement assignment for a County department. Positions allocable to this class report to a higher level materials or departmental manager and are typically responsible for supervising the procurement of a variety of technical items which requires substantial participation in locating sources of supply, making comparative evaluations of quality and features, and in developing product and equipment specifications. Also allocable to this class are positions which in addition to meeting the basic standards for allocation to Procurement Assistant I, have comprehensive responsibility for the supply functions of a department, including warehousing and property custody. Individual positions within the class of Procurement Assistant II may also be allocated for certain non-supervisory assignments which require the incumbent to exercise a high level of independence of action and delegated management authority in such assignments as capital project procurement with authority to represent the Department to the CEO and other County departments on a range of procurement issues, in addition to responsibility for complex specification development, bid review, vendor contact, expenditure reconciliation and regular management reporting or comprehensive responsibility for procurement of goods, services, and equipment for multiple departmental sites. Positions allocable to Procurement Assistant II must have the ability to access and retrieve information using a video display terminal, utilize common word processing, procurement, and warehousing programs, and have the ability to communicate with vendors and others on product technical specifications and other factors. These positions must have effective verbal and written communication and basic keyboarding skills and skill in exercising the basic principles of supervision.
Essential Job Functions	<ul style="list-style-type: none"> • Supervises procurement processes and the clerical processing of procurement documents, following up on delays, and the maintenance of related records and controls throughout the acquisition process. • Ensures compliance with established County and departmental purchasing policies and procedures. • Arranges for demonstrations of equipment and supply items by vendors

ensuring the appropriate adherence to all safety precautions by County and vendor personnel.

- Arranges for and coordinates the testing of competitive products by operating units and prepares reports of findings on comparative costs, relative efficiency, labor savings, etc.
- Supervises and participates in the writing of specifications including complex, technical product specifications.
- Evaluates equipment which operating units wish to replace, and recommends replacement or continued use.
- Participates in project development, making recommendations for time-sensitive, cost-effective acquisitions and processes.
- Interacts with department management, other County Departments and vendors.
- Makes budget expenditure recommendations.
- Oversees procurement activity for multiple sites/programs as needed.
- Oversees or conducts consumption studies and prepares reports on current and contemplated usage of items and observations of operating units.
- Directs the canvassing of vendors to locate items which are out of production or are in short supply, obtaining prices, discounts, and delivery dates.
- Prepares letters to justify acceptance of bids other than the lowest submitted.
- Reviews reports of goods received and inspects merchandise to verify conformance to purchase order specifications.
- Reviews requisitions for supplies, querying operating units regarding necessity for quantities requested.
- Supervises warehousing and property custodial functions.

Requirements

MINIMUM REQUIREMENTS:

One year of procurement experience at the level of Procurement Assistant I*.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

*In the service of Los Angeles County, a Procurement Assistant I performs a full range of journey-level functions in the regular and emergency procurement of supplies, equipment and services for a County department.

PLEASE DESCRIBE YOUR ASSIGNED DUTIES FOR EACH JOB LISTED ON YOUR APPLICATION REGARDLESS OF WHETHER YOU BELIEVE THE DUTIES ARE CONSISTENT WITH THE JOB TITLE.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) ARE NOT REQUIRED. ALL INFORMATION INCLUDED IN YOUR APPLICATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED AT FACE VALUE TO DETERMINE YOUR QUALIFICATIONS. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE.

FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Withhold Information: Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met. **APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS.**

**Examination
Content**

This examination will consist of a written test that contains both computerized and paper-and-pencil components covering Written Expression, Reading Comprehension, Data Analysis and Decision Making, Office Practices and Procedures, Customer Service, Achievement and Orientation, Dependability, Customer Service Potential, Customer Focus, Conscientiousness, and Retention **weighted 100%.**

- Applicants who have taken identical test parts for other exams within the last twelve (12) months will have their scores for the identical test part(s) automatically transferred to this examination.
- This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.

provided on the application. It is important that candidates provide a valid email address. Candidates will be notified of their test results by U.S. mail. Scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

Special Information **TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:**

An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:

- <http://hr.lacounty.gov>
- Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized portion of the test by going to the following website:

- http://www.shldirect.com/practice_tests.html

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The eligible register resulting from this examination will be used to fill vacancies throughout Los Angeles County departments as they occur.

Eligibility Information

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

Available Shift

Day

Job Opportunity Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

Application and Filing Information

All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE** only. Applications will not be accepted by mail, fax, or in person.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=14679BR

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the **MINIMUM REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

Exam Analyst

**Department
Contact Phone**

213-738-2084

**Department
Contact Email**

edegua@hr.lacounty.gov or dbatungbacal@hr.lacounty.gov

**ADA Coordinator
Phone**

213-351-2951

Teletype Phone

800-899-4099

**California Relay
Services Phone**

800-735-2922

Alternate TTY Phone	800-897-0077
Job Field	Clerical
Job Type	Administrative Support

Close